

<p style="text-align: center;">INSTRUCTIONS <i>for</i> Housing Acquisition</p>

A. NEED FOR ACTIVITY

1. Please indicate all categories that identify the proposed uses of the requested CDBG funds (for this activity).

Note: Housing Acquisition/Housing Rehabilitation Combination Program. New to this year's funding cycle is the option to apply for a Housing Acquisition/Housing Rehabilitation Combination Program. This separate category:

- ❖ allows the grantee to use one combined CDBG budget amount to be used for both housing rehabilitation and/or housing acquisition; and
- ❖ Can only be used for jurisdiction-wide programs (no target areas are allowed).

When using this option, grantees must also complete the Housing Rehabilitation Activity Forms.

2. **Project Description.** Please provide a brief narrative description of the proposed project. Give information about:
 - the use of CDBG funds,
 - what the total project will cost,
 - the number of units, and
 - a breakdown of the projected TIG and LTIG beneficiaries.

If you are proposing a **combination of activities or uses**:

- explain all aspects of these combinations, and
- break out costs where appropriate.

If you are proposing a **multi-year project**:

- explain why the activity cannot be accomplished in one funding cycle.

If the proposed CDBG activity is **part of a larger project**:

- describe the whole project, and
- describe how the CDBG-funded portion fits into that project.

Note: Remember that occupancy by the TIG/LTIG beneficiaries must occur by the CDBG contract expiration date.

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EXAMPLES

Single-Family Project:

The City of XYZ will use the \$400,000 to assist 15 homebuyers to purchase existing homes. It is anticipated that 12 of the homebuyers will be TIG and the remaining 3 will be LTIG households. We anticipate that the average purchase price will be \$110,000 plus closing costs of \$3,000; the average CDBG loan will be \$25,000; the average downpayment will be \$3,500; and the average bank loan will be \$81,500. The CDBG funds will be used in conjunction with bank loans obtained individually by the homebuyers. A letter of interest from MNO Bank is attached to document the bank funds as leverage.

Multi-Family Project:

The County of PQR will use the \$500,000 to assist the NP Housing Development Corporation (NPHDC) to purchase a rental housing project consisting of 50 units, located in the rural Vista community in the Northwest area of the County. These units are currently occupied by 10 LTIG and 40 TIG households, and we expect this mix to be maintained. The balance of funding for this \$2,000,000 project will be provided by a CHFA loan in the amount of \$1,400,000 and a FHLB Affordable Housing Program grant of \$100,000. No rehabilitation funds are needed, as the project currently meets all code requirements.

3. Please indicated whether you qualify for **AND** would like to receive State Objective points for Worst Case Housing Needs and/or Farmworker Housing Proposals.

Description of State Objectives:

- **Worst Case Housing Needs:**

Proposals that will facilitate the construction, acquisition, or rehabilitation of permanent housing projects that meet all of the following requirements:

1. Project must include rental housing, and
2. (of the rental housing), must target at least 25 percent of the program beneficiaries to be LTIG households who do **not** receive Federal housing assistance, and
3. must reduce these beneficiaries' rent and utility costs to below 50 percent of their gross incomes or benefit persons who live in severely substandard housing.

- **Farmworker Housing Proposals:**

Proposals that facilitate the construction of permanent housing for farmworkers or the provision of health services in combination with permanent or seasonal housing for farmworkers.

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4. Please check the box for the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).

Notes: If you already have a NEPA environmental review record (ERR) for your proposed project that was prepared by or for another agency (e.g., USDA-RD), that ERR may or may not satisfy environmental review requirements for HUD purposes for this grant application. Please contact your CDBG representative for further guidance on avoiding ERR duplication.

Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. New Construction frequently requires a higher level of NEPA environmental clearance than other types of community development activities.

5. Please enter the percentage of all renter households who are paying more than 25% of their income for housing.

Notes: You **must** use 2000 Census data for this number. Overpayment data are available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in Appendix H). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.

Remember to attach the 2000 Census table and show your calculations.

6. Please enter the percentage of total households who are overcrowded.

Notes: Overcrowding means 1.01 or more persons per room.

You **must** use 2000 Census data for this number. Overcrowding data are available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in Appendix H). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.

Remember to attach the 2000 Census table and show your calculations.

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7. **Need for New Units.** Recent surveys (less than 5 years) or 2000 Census data are acceptable documentation. The data requested is for the entire jurisdiction.

Exception: For this activity, CDBG will allow the designation of a Target Area only for County applicants where the proposed project is in a geographically isolated area of the county.

a. Please:

- enter the percent(s) of **owner-occupied** units that are vacant in the entire jurisdiction, or a geographically isolated area of the county
- check the appropriate box that specifies the data source (2000 Census or local survey), and
- attach a copy of the Census table with your calculations and/or the results of the local survey (as applicable).

b. Please

- enter the percent(s) of **rental** units that are vacant in the entire jurisdiction, or a geographically isolated area of the county.
- check the appropriate box that specifies the data source (2000 Census or local survey), and
- attach a copy of the Census table with your calculations and/or the results of the local survey (as applicable).

Notes: If you use 2000 Census data, refer to the Census Summary File 1, Table DP-1(see sample of this table in Appendix H) for the jurisdiction-wide vacancy rates by tenure type. If you wish to use Census data but are unable to obtain the required Table, please ask your CDBG Representative for a copy.

If you use local survey data, be sure to include a copy of the results of that survey with pertinent information highlighted.

8. Please state whether there is a project-specific waiting list or market study. If yes, be sure to attach a copy.

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9. Supplemental Information: If the Census data for Overpayment, Overcrowding, and/or Homeownership Rate do not accurately depict your community's need in those categories, please:
1. Check which category(ies) are being rebutted,
 - ☐ Worsened Overpayment: Information rebutting or not captured in the 2000 Census.
 - ☐ Homeownership Rate: Information rebutting or not captured in the 2000 Census.
 - ☐ Housing Overcrowding: Information rebutting or not captured in the 2000 Census.
 - describe your community's worsened needs in those categories,
 - attach third-party documentation, if available, showing your community's worsened needs in those categories,
 - and identify the page number in the application where the third-party documentation can be found .

Notes: Such supplemental information **may not** be older than **five years** from this year's application filing date and **must be specific to the community**.

Vacancy rate data cannot be supplemented, as recent surveys are already allowed as noted above under "Need for New Units."

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B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Enter the percentage of total project beneficiaries who would be TIG households. ____%
2. If your answer to question #1 is **51% or greater**, enter percentage and go to Section C.
If your answer to question #1 is **Between 20% and 50%**, answer question 4.a-d below.
If your answer to question #1 is **less than 20%**, stop here. Your project does not meet The TIG National Objective and is **ineligible**.
3. If you propose to assist a senior housing project, stop here. Your project does not meet the TIG National Objective and is **ineligible**.
4. If the answer to question #3 was **No** and the project is between 20% AND 50% TIG, complete question 4. a-d to determine if the percentage of CDBG dollars, relative to total activity costs, equal or are less than the percentage of TIG households in the project.

NOTE: Compare the percent of benefit to TIG households with the percent of CDBG dollars relative to the total development cost (TDC). For example, a potential \$1,000,000 project may be designed to set aside 40 percent of the finished project units for TIG households. If the applicant is requesting \$400,000 of CDBG funds, which is 40 percent of the TDC, then the application meets the test that the percent benefit to TIG households is equal to or greater than the percent of TDC that CDBG dollars represent.

C. SOURCES AND USES:

1. Sources and Uses Form.

Sources. The major funding sources are printed on the form.

The amounts and sources for local and private funding contributions should match the Information provided on the charts for “other Funding Sources,” pages 35-38. In addition, make entries here for any State, Federal, or other sources, that you will be using to finance the **entire project**.

For “other State” funds, if any are from another HCD program, please identify that program on this chart.

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Uses. Identify the cost categories applicable to your proposed project and enter the amount you plan to use. Allocate the amounts across the table to the funds you expect to receive from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). Your cost estimates can assist you in calculating these entries.

- For the Construction lines, include a factor for Davis-Bacon wages when applicable. All construction costs should include a contingency established in the line item.
- The equipment category could include items such as outdoor playground equipment.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land or a building.
- General administration costs should include staff time for grant administration, such as clearing the grant agreement special conditions and grant reporting.
- Activity delivery costs should include the costs which the State CDBG Program would consider activity delivery.

Please double-check the totals, in all rows and columns, for accuracy.

D. PROGRAM READINESS.

Of the 150 points available for capacity, your application may be awarded up to 50 points if you complete and document actions that make the proposed project ready to proceed. These actions must be directly related to the activity. They may include the completion of the special conditions and environmental review requirements, procuring an operator or sub-recipient, and obtaining a loan commitment letter from a local bank.

Site Control. We have included a site control section in Program Readiness even though it will have limited use under the housing acquisition activity category. An example where site control does become relevant would be: Where a City/County or their RDA have purchased a housing project or individual housing units and have proof of site ownership which can be submitted for readiness points under site control. **Most Housing Acquisition applications will not use the Site Control section in the readiness chart.**

A partial list of Examples of such actions and the documentation to be submitted for each are in the Program Readiness Chart. (This Chart is not a complete list of possible readiness actions).

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E. REQUIRED MAPS.

Include all required maps at the end of each activity section for which you are applying.

The following maps are required to be submitted with your application. **(If you are proposing multiple activities, you are required to submit separate maps for each activity.)**

➤ **Ethnic/TIG Concentration Map**

Based on the applicant's knowledge of the area and available data, provide a legible map of the jurisdiction that shows:

- ☐ The location of concentrations of non-white persons **and** Hispanic persons within the entire jurisdiction, and
- ☐ The location of concentrations of targeted income group families within the entire jurisdiction.

Note: Targeted income group data is **different** than poverty data. Most targeted income group data can be obtained by visiting the American Factfinder website at: www.factfinder.census.gov/

➤ **Location Map**

The location map must be legible and must include:

- ☐ The census tract number(s) and the boundaries within which CDBG funds will be spent for the proposed activity , and
- ☐ The census block group number(s) and the boundaries within which CDBG funds will be spent for the proposed activity , and
- ☐ The general location of the proposed activities, including geographic boundaries of the targeted or service areas covered by the proposed activity.

Note: Most maps can be obtained by visiting the American Factfinder website at: www.factfinder.census.gov/

➤ **Project Site Map**

For site-specific activities, include a project site map which shows:

- ☐ The location and size of existing and proposed infrastructure (road, water, sewer, etc.), if applicable or pertinent, and
- ☐ The location and size of the proposed improvements, if applicable.

NEED for ACTIVITY
Housing Acquisition

A. NEED FOR ACTIVITY

1. Please indicate all categories that identify the proposed uses of the requested CDBG funds (for this activity). **(Please see Appendix E of the NOFA for detailed description and limitations of these eligible uses.)** *Check all that apply.*

a. Acquisition:

- ☐ Homebuyer Assistance (for units already built at the time of application)
(Must be jurisdiction-wide. Target areas may be allowed for county applicants only)
- ☐ Acquisition of existing rental housing with the majority of units occupied
- ☐ Resident purchase of mobilehome parks
- ☐ Other: Explain.

b. New this year:

- ☐ Housing Acquisition/Housing Rehabilitation Combination - Jurisdiction-wide Only

2. **Project Description** (*see instructions*):

**NEED for ACTIVITY
Housing Acquisition**

3. State Objectives:

Worst Case Housing -

Eligibility Requirements:

- The proposal must facilitate the construction,
☐ acquisition, or rehabilitation of permanent housing projects, and
- ☐ Project must include rental housing, and
(of the rental housing), must target at least 25
☐ percent of the program beneficiaries to be LTIG households who do not receive Federal housing
must reduce these beneficiaries' rent and utility costs
☐ to below 50 percent of their gross incomes OR benefit persons who live in severely substandard housing.

Note: For the purposes of this State Objective, permanent means that residents' tenure in the housing will not be limited to a certain time period.

Do you meet the requirements and want to apply for Worst Case Housing State Objective points?

☐ NO

☐ YES. (complete below)

of **total** units in the project: _____

of **LTIG** units in the project: _____

Percentage of LTIG units: _____%

Farmworker Housing -

Eligibility Requirements:

- Project must facilitate the construction of permanent
☐ housing for farmworkers or the provision of health services, and
- ☐ must be in combination with permanent or seasonal housing for farmworkers.

Do you meet the requirements and want to apply for Farmworker Housing State Objective points?

☐ NO

☐ YES

NEED for ACTIVITY
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- 4. Environmental Clearance.** Please check the box for the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).

☐ Environmental Assessment

☐ Categorically Excluded, but Subject to 58.5...

Data Type	Instructions:	%	Data Source
5. <u>Overpayment</u>	Enter the percentage of all <u>renter</u> households who are paying more than 25% of income for housing. <i>Please show calculations on your attached Census table.</i>	___%	2000 Census Data
6. <u>Overcrowding</u>	Enter the percentage of total households who are overcrowded. <i>Please show calculations on your attached Census table.</i>	___%	2000 Census Data

7. Need for New Units:

Data Type	Instructions:	%	Data Source
	Below, enter the vacancy rate for the tenancy type(s) proposed (homeowner and/or rental).		Below, specify if data is from 2000 Census OR local survey.
a. <u>Homeowner Vacancy Rate</u>	For Homeowner Acquisition Programs: Enter the percent(s) of <u>owner-occupied</u> units that are vacant in the entire jurisdiction. <i>Attach the Census tables and/or the results of the local survey, if applicable.</i>	___%	<input type="checkbox"/> 2000 Census <input type="checkbox"/> Local Survey
b. <u>Rental Vacancy Rate</u>	For Rental Acquisition Projects: Enter the percent(s) of <u>rental</u> units that are vacant in the entire jurisdiction. <i>Attach the Census tables and/or the results of the local survey, if applicable.</i>	___%	<input type="checkbox"/> 2000 Census <input type="checkbox"/> Local Survey

NEED for ACTIVITY
Housing Acquisition

8. Do you have a project-specific:

Waiting List

☐ Yes. Attach a copy.

☐ No.

Market Study

☐ Yes. Attach a copy.

☐ No.

9. **Supplemental Information.** This section is used to provide information being rebutted and/or not captured in the 2000 Census in regards to your community's worsened overpayment, overcrowding needs, and/or homeownership rate. Provide all information that is requested.

Check if you are providing supplemental information for:

☐ Worsened Overpayment

☐ Worsened Housing Overcrowding

☐ Homeownership Rate

Describe the worsened overpayment, overcrowding, and/or homeownership rate issue:

How is this issue specific to your community?:

List:

- third-party documentation (must be less than 5 years old) that is being submitted to support the issue, and
- the date of the documentation submitted, and
- the page numbers, in this application, where it can be found.

Description of Documentation:	Date of Doc.	Page #
1.		
2.		
3.		
4.		

TIG BENEFIT Housing Acquisition	
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B. TARGETED INCOME GROUP (TIG) BENEFIT

All CDBG Housing Acquisition projects must meet the TIG National Objective in order to be eligible for funding. *Answer the questions and follow the prompts below to determine project eligibility.*

1.	What percentage of households benefiting from this proposed activity are TIG households?	_____ %
	<ul style="list-style-type: none">• If you are proposing assistance for acquisition of individual-ownership housing, you must have <u>100% TIG benefit</u>. (Stop. <i>GO to Section C.</i>)• If you are proposing assistance for a multi-family rental project, <i>CONTINUE with questions below.</i>	
2.	<ul style="list-style-type: none">• If your answer to question # 1 is <u>51% or greater</u>, Stop. <i>GO to Section C.</i>• If your answer to question # 1 is <u>between 20% and 50%</u>, <i>CONTINUE with questions below.</i>	
	<ul style="list-style-type: none">• If your answer to question # 1 is <u>less than 20%</u>, ...	STOP HERE. Your project does not meet the TIG National Objective and is <u>ineligible</u> .
3.	Do you propose to assist a senior housing project?	<input type="checkbox"/> YES STOP HERE. Your project does not meet the TIG National Objective and is <u>ineligible</u> .
	<input type="checkbox"/> NO	CONTINUE.
4. a.	Enter the Total Development Costs (TDC) for this project.	\$ _____
4. b.	Enter the dollar amount of CDBG funds requested for this project <u>and</u> CDBG Program Income funds being added to this project. Add these amounts.	\$ _____ (<i>funds requested</i>) \$ _____ (<i>PI funds</i>) \$ _____ (TOTAL CDBG \$)
4. c.	Divide <u>Total</u> CDBG funds (4. b.) <u>by</u> TDC (4. a.) = (percentage of CDBG funds relevant to TDC)	_____ %
4. d.	Is the percentage of CDBG funds <u>equal to or less than</u> the percentage of TIG households in the project?	<input type="checkbox"/> YES Your project <u>meets</u> the TIG National Objective for this activity. <input type="checkbox"/> NO Your project does not meet the TIG National Objective and is <u>ineligible</u> .

SOURCES AND USES
Housing Acquisition

C. SOURCES AND USES FORM. Show all funds you plan to use for the entire project (CDBG funds requested and all other funding sources).

USES	SOURCES							Totals:
	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State Funds	Other: List	
Land Acquisition								\$
Building Acquisition								\$
Construction On-Site								\$
Construction Off-Site								\$
Equipment								\$
Final Plans & Specs.								\$
Fees								\$
Contingency								\$
Relocation								\$
Local Govt. approvals								\$
Activity Delivery								\$
General Administration								\$
Other:								\$
Other:								\$
Totals:	\$	\$	\$	\$	\$	\$	\$	\$

PROGRAM READINESS
Housing Acquisition

D. PROGRAM READINESS CHART – Housing Acquisition

Please refer to instructions for guidance on completing this chart.

Program Operator/Administrator	Documentation submitted	Page #
<input type="checkbox"/> In-house staff	Resumes and Duty Statements of key staff (which show that the staff are qualified to implement the project)	
<input type="checkbox"/> Program Consultant (must be conditioned upon receipt of CDBG award)	Executed contract from prior year (still in force); or New executed contract; or Completed contract that is ready to sign upon award of CDBG funds.	
<input type="checkbox"/> Sub-recipient Agreement (must be conditioned upon receipt of CDBG award)	Existing Sub-recipient Agreement; or A completed subrecipient agreement that is ready to sign upon award of CDBG funds	

Environmental Clearance <i>(Check the one that applies)</i>	Documentation Required (in order to receive any points)	Page #
Environmental Assessment with a Finding of No Significant Impact (FONSI) <input type="checkbox"/>	Completed <i>Environmental Assessment</i>	
	A copy of the (ready-to-publish) combined <i>Notice of FONSI and Notice of Intent to Request Release of Funds</i>	
	A copy of the completed <i>Request for Release of Funds and Certification</i> (not signed and not dated)	
	A completed <i>Environmental Finding Form</i> , indicating and Environmental Assessment	
	A completed <i>Form 58.6</i>	
	A description of the project	
Categorically Excluded and NOT subject to 58.5....Converts to EXEMPT <input type="checkbox"/>	A completed <i>Environmental Finding Form</i> , indicating a “Finding of Categorical Exclusion and conversion to EXEMPT”	
	A completed <i>Form 58.6</i>	

PROGRAM READINESS
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Environmental Clearance <i>(Check the one that applies)</i>	Documentation Required (in order to receive any points)	Page #
Categorically Excluded, but <input type="checkbox"/> subject to 58.5..... (involving Housing Rehabilitation)	A completed <i>Environmental Finding Form</i> , indicating a “Finding of Categorical Exclusion”	
	A completed <i>Form 58.6</i>	
	A completed and documented <i>Minor Rehabilitation Environmental Review (MRER)</i> form	
	A copy of supporting documentation, including the <i>SHPO Programmatic Agreement and correspondence</i> , where applicable.	
	Copy of ready-to-publish <i>publication</i> of the <i>Notice of Intent to Request Release of Funds (NOI/RROF)</i> notice.	
	A copy of the completed <i>Request for Release of Funds and Certification</i> (not signed and not dated)	
	A description of the project	
Categorically Excluded, but <input type="checkbox"/> subject to 58.5..... (site-specific projects)	A completed <i>Environmental Finding Form</i> , indicating a “Finding of Categorical Exclusion, per Section 58.35(a) and a conversion to <i>Exempt</i> .”	
	A completed <i>Form 58.6</i>	
	A completed and documented <i>Statutory Worksheet</i> with <u>no</u> secondary findings..	
	A copy of supporting documentation, including the <i>SHPO Programmatic Agreement and correspondence</i> , where applicable.	
	A description of the project	

NOTE:

As each unit of housing is identified, the following will be required to kept on file:

- A site-specific **Appendix A** form for each minor rehabilitation project.

OR

- A **Statutory Worksheet** for each major rehabilitation or reconstruction project.

PROGRAM READINESS
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Site Control <i>(Check all that apply)</i>	Documentation Required <i>(in order to receive any points)</i>	Page #
<input type="checkbox"/> Proof of Ownership	Deed of Trust or evidence of public ownership	
<input type="checkbox"/> Purchase Option	Copy of signed and dated purchase option.	
<input type="checkbox"/> Purchase Contract	Copy of signed and dated purchase contract.	
<input type="checkbox"/> Not Applicable		

Special Conditions	Documentation Required <i>(in order to receive any points)</i>	Page #
Homebuyer Program Guidelines	Homebuyer Program Guidelines	
Program Income Re-Use Plan	Program Income Re-Use Plan	
Anti-Displacement Plan	Anti-Displacement Plan	

Project Readiness <i>(check all that apply)</i>	List Documentation submitted to evidence compliance with checked items. <i>(In order to receive any points)</i>	Page #
<input type="checkbox"/> List of pre-approved Qualified Homebuyers		
<input type="checkbox"/> Bank Loan Commitment		
<input type="checkbox"/> Marketing Program Materials		
<input type="checkbox"/> Housing Condition Survey		
<input type="checkbox"/> Title/Escrow Company Agreement		
Other		

REQUIRED MAPS Housing Acquisition

E. REQUIRED MAPS

The following maps are required to be submitted with your application. **(If you are proposing multiple activities, you are required to submit separate maps for each activity.)**

➤ **Ethnic/TIG Concentration Map**

Based on the applicant's knowledge of the area and available data, provide a legible map of the jurisdiction that shows:

- ☐ The location of concentrations of non-white persons **and** Hispanic persons within the entire jurisdiction, and
- ☐ The location of concentrations of targeted income group families within the entire jurisdiction.

Note: Targeted income group data is **different** than poverty data. Most targeted income group data can be obtained by visiting the American Factfinder website at: www.factfinder.census.gov/

➤ **Location Map**

The location map must be legible and must include:

- ☐ The census tract number(s) and the boundaries within which CDBG funds will be spent for the proposed activity , and
- ☐ The census block group number(s) and the boundaries within which CDBG funds will be spent for the proposed activity , and
- ☐ The general location of the proposed activities, including geographic boundaries of the targeted or service areas covered by the proposed activity.

Note: Most maps can be obtained by visiting the American Factfinder website at: www.factfinder.census.gov/

➤ **Project Site Map**

For site-specific activities, include a project site map which shows:

- ☐ The location and size of existing and proposed infrastructure (road, water, sewer, etc.), if applicable or pertinent, and
- ☐ The location and size of the proposed improvements, if applicable.